



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE OFFICE OF DATA AND ANALYSIS

* DATA SYSTEMS ANALYST

Salary (Min) \$75,850 (Mid) \$98,605

***This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed. This is a RTTT limited position; it will be responsible for leading the implementation of the new monitoring requirements, coordinating and conducting financial audits to assure the proper use of the RTTT funds.**

POSTING PERIOD: February 11 - 25, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*Subject to FTE approval and available funding

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Data Systems Analyst

GENERAL STATEMENT OF DUTIES: The incumbent will be responsible for the development, implementation, and ongoing support of data platforms that fall within the responsibility of the Division of Accountability and Quality Assurance; will work with the districts to identify data collection, reporting and analysis needs, will translate such needs into business requirements and act as a liaison with respective vendors as applicable.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Performs database design, management, and administration, which includes: planning, designing, and creating databases to collect, and store district educational data; creating data publications and replication schemes and, administering user access.

Coordinates and streamlines work processes relating to the development and maintenance of data platforms.

Assists in the design, development, implementation, and support of information infrastructure to facilitate data collection, processing, verification, consolidation, and reporting.

Provides technical support for training, communications and data analysis tools, including development, implementation, and ongoing support of data platforms, webinars, on-line training, and the Rhode Island Department of Education website.

Works with internal staff and external stakeholders to design user-friendly data systems that can inform parents, students, teachers and administrators.

Complies research project data, including data extraction, processing, storage, manipulation, and analysis.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.

Knowledge of statistical analysis.

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Knowledge of standards-based assessment and the testing framework.

Knowledge of system design, development, implementation, and user support principles and practices.

Knowledge of database development, modeling, and programming principles and practices.

Knowledge of web-based portal application design and development principles and practices.

Knowledge of data warehousing principles and practices.

Knowledge of web development principles and practices.

Skilled in planning innovative, efficient, and productive information infrastructure to facilitate data transactions.

Skilled in administering and managing complex information systems, including the SQL.

Skilled in developing training materials.

Skilled in communications.

EDUCATION: Bachelor's Degree in Computer Science or related field;

EXPERIENCE: Five years of related information technology experience or five years of responsible research and data analysis experience.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: February 2011